Administrative Software Usage

I.   Purpose

The purpose of this policy is to establish usage limits for the administrative software system (currently Ellucian's Banner product) of Dyersburg State Community College.

II.   Scope

This policy covers appropriate use of the administrative software system and applies to all employees, students, vendors, and agents operating on behalf of Dyersburg State Community College.

III.   Policy

Access to System
- Access to the administrative software system is to be provided only on as an as-needed basis.
- The least privilege necessary to perform a person's job functions will be granted.
- The four Vice Presidents and the Director of HR will be responsible for approving security to the system as it relates to their areas of oversight. For example:
  - Vice President of Advancement and External Affairs– Donor and Alumni records
  - Vice President for Finance and Administrative Services – Finance, Payroll and Financial Aid records
  - Vice-President of Academic Affairs & Student Success– Admissions, Records, Testing and other non-financial student records
  - Director of Human Resources – HR records
  - Vice President for Information Technology and Facilities Management – System functionality or cross-functional area records
- The President will approve access for the Vice Presidents and Director of HR accounts.
- Access will be granted via the procedures defined in the current Information Technology Standards and Procedures manual.

Prohibited Use
- The DSCC administrative software system shall not be used for any personal purposes.
- Access to the administrative software system is granted to an individual for the person's own use. User access privileges and credentials must not be transferred or shared.

Monitoring
TBR and/or DSCC IT staff may monitor system access without prior notice.

Inactive Accounts
Banner accounts that have remained inactive for 90 days or more will be locked. If the user does not request to reactivate the account within the next 30 days, the account will have all objects removed and the account will be expired. (The assumption is that the user is no longer an active

employee or no longer needs access to the system.) The sole exception to this will be for full-time faculty Banner accounts. These full-time faculty accounts will not be locked out for inactivity due to the fact that system access is not solely dependent upon the Banner account. Authentication is handled by Ethos Identity services through Microsoft Active Directory (and further protected by Microsoft Azure Multi-Factor Authentication), and most faculty only access Banner Admin pages for the purpose of removing registration holds on SPAAPIN during registration periods. Therefore, it is unnecessary to lock these accounts for full-time, active faculty members.

Access Termination
Access to the system will be removed upon an employee's termination.

IV. Compliance

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or suspension.

V.   Definitions

Administrative Software System:
Software used for the business functions of the college, for example, Ellucian Banner.

VI. Revision History

Policy revised April, 2011; approved by Administrative Council on 04/29/2011.
Updated to indicate name change of SungardHE to Ellucian on 11/27/12.
Revised in July 2016 by Vice President for Technology to add provisions for unused accounts.
Policy approved by Admin Council on July 29, 2016.
Revised in July of 2017. Policy approved by Administrative Council on July 31, 2017.
Revised March 24, 2023. Policy approved by Administrative Council on 3/30/2023.
Revised 4/22/2024. Policy approved by Administrative Council on 4/25/2024.